



COME WORK (*AND PLAY*) IN BIG SKY COUNTRY! AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

DEPARTMENT: Education

POSITION TITLE: Special Education Coordinator

STARTING SALARY: MA base salary \$34,571 -53,000 (191 day contract) dependent on years of experience and degrees/certification

BENEFITS: Full Insurance Package

JOB LOCATION: Montana School for the Deaf and the Blind

STATUS: Permanent, Full-time

SUPPLEMENT REQUIRED: No

POSITION NUMBER: 51300315

BARGAINING UNIT: MEA/MFT

CLOSING DATE: first application review – June 3, 2015 then open until filled

TYPICAL DUTIES:

To promote appropriate educational practices and programming for children who are deaf, hard of hearing, blind, visually impaired or deafblind in Montana by effectively managing meetings and documents regarding students' individualized education (IEP) and/or accommodation (504) plans, evaluations (ER) and programming. This position works under the direction of the Principal.

1. Manage and maintain students' individualized educational/504 plans, evaluations, and records; Coordinate and facilitate student staffings and IEP and related meetings; Work collaboratively with IEP team members including MSDB staff and students' local education agency (LEA) staff and/or LEA representatives; effectively communicate with families about the special education process
2. Provide training and technical assistance for teachers and support staff (SLP, OT, PT, O&M, school psychologist, counselors, etc.) in the use of AIM (electronic IEP database), developing present level statements, goals, benchmarks and accommodations as well as transition assessments and services; Serve as a resource for information regarding current research in special education, trends, and best practices as well as policies and law
3. Participate in training opportunities in order to keep abreast of special education rules and regulations; Ensure compliance by the school with all local and Federal laws and regulations relating to student IEPs/ERs and 504s; Coordinate/Facilitate OPI monitoring activities

4. Collaborate with teachers, support staff, and administrators in developing/selecting, implementing and reviewing courses that prepare our students to be independent in life and work; Develop a systematic approach for transition activities/assessments with the Transition Coordinator, Guidance Counselor and other staff
- Performs related and other duties as assigned based on training and certification (for example: if a licensed teacher, may teach or team teach classes)
- Detailed Job Description available upon request.

QUALIFICATIONS: Masters degree in an education field such as elementary or secondary education with special education endorsement, special education (and/or Deaf Education, Teacher of students with Visual-Impairments), or related service such as school psychology or speech/language. At least four years of successful, full-time teaching experience and/or field experience in the Special Education field. At least two years of successful and demonstrated individualized education plan (IEP) case management skills. Some experience with accommodation plan (504) case management skills. If not endorsed in Montana, must have the ability to obtain Montana Teaching License & endorsement and/or related Montana licensure.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The work performed in a typical setting at MSDB involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs. The person in this position works in multiple buildings across campus and must be able to travel independently between buildings.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf and hard of hearing staff and students. New employees must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview (SLPI). New employees to this position must meet the Target Skill level Standard of "Intermediate Plus" within 3 years of the date of hire.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

Application materials required are:

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1. Signed and completed State of Montana Employment Application (PD-25). Portions of the application may be photocopied if legible.
2. Letter of application, resume and transcript(s) showing degree(s) earned.
3. Contact information for three (3) professional references.
4. Copy of current teacher licensure/certification.
5. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
6. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.

Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800

An Affirmative action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000